DHRM TECHNICAL CONFERENCE

(11/3/05)

Classification Workgroup

PROCESS VARIANCES:

1) Agency Policy	DHS- Classification action request requires agency approval before being initiated by OHR (DHS Policy 02-17,
	"Position Classification") PMR org charts, signatures from agency Director & Budget (or designee)

2) <u>Business Practice</u>	UDOT, Health, Corre	ections, DNR, DWS, DABC & DAS -
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3) <u>Business Practice</u> Direct Service agencies- Classification requests are given verbally to DHRM.

4) <u>Business Practice</u> Corrections- Every request for classification review must go thru formal review.

5) <u>Agency Policy</u> DHS- HR Analyst makes classification recommendation; sends to agency HR Director (for review and approval).

6 & 7) Agency Policy DWS & UDOT - Utilize an internal "Classification Committee" (comprised of HR Analysts) to review each

recommendation before approval is granted.

8) Agency Policy Tax, DWS, DHS, Corrections- Require Finance & Executive approval on all classification requests.

Overview of State Classification Process

(11/3/05)

HR receives classification request



Review position for change



Job & Position Analysis



Job & Position Evaluation



Recommendation



Decision/Approval



UJM/ HRE Entry



Notification

1. DHS: PMR required from

Division, Institution or Office w/ signatures, PAF, org chart & justification.

2. UDOT, UDC & DNR: PAF, mgt

approval, org chart & justification.

3. Commerce & Direct Svc Agencies: Verbal request to DHRM

UDOT & Health: All requests submitted electronically.

DEQ: HR Specialist logs request, assigns #.

4. UDC: All requests required to undergo formal classification review

Agency determines need for FFI/ position audit.

Complete data

collection: incumbent completes PAF (incl. supervisor review); SME completes JAQ; review performance plan, compare w/ job descriptions, etc. Agency comparison to other positions.

KSA review.

Compare current duties to position.

Talk to incumbent, supv, other SME in agency, as needed to determine appropriate class.

Identify best job match.

5. DHS: HR Analyst writes recommendation; sends to HR Director for approval.

Justification written.

Review by HR Director.

DHRM: Create PAQ in UJM; enter/approve in HRE.

6 & 7. DWS/ UDOT:

Recommendation reviewed by agency "Classification Committee".

DWS: Analyst discusses recommendation with supv/ mgr.

Agency HR Director approval.

DAS: Division Director & HR Director approval.

8. DHS/ DWS/ UDC/ Tax: Require Exec/ Division Dir, Finance & HR Director approval. Notification sent to position incumbent , supv and/or mgr/ division director by agency.

HRE assignment action updated in HRE.

UDOT: Log entry updated.